Appendix A

Construction Contracts Closeout Checklist

Each Implementing Agency (IA) is responsible for construction contract closeout. IA staff and Financial Management Division Staff are jointly responsible for the timely release of retainage when all contract obligations have been met.

The following checklists provides a list of the contract closeout procedures and specific items to be addressed after the completion of construction contracts executed for the purpose of a county capital project.

Construction Contract Closeout Checklist

The Contract Closeout Checklist for Construction Services (Public Works) Contracts is standardized to provide the most common, relevant, and required forms and documents to insure proper contract closeout and also includes final payment items. This checklist can be modified to fit additional requirements for individual IAs, as needed (e.g., addressing the unique nature of construction work order contracts):

King County Contract No.:_____

Contract Name:_____

	Date	Item Description
☐		Substantial Completion Request / Approval
☐		Punchlist to Contractor from King County IA
☐		Completion of Punchlist Items
☐		Warranties, As-Builts/Redlines, O&M Manuals, Record of Drawings, etc.
☐		Approved Final Affidavits of Wages Paid for Prime and for all Subcontractors
☐		Final King County Affidavits of Amounts Paid for all Subcontractors and suppliers
☐		Apprenticeship Requirements, and other BDCC Requirements
☐		Final Payment (Per contract terms & conditions)

	Date	Item Description
☐		Notices of Final Acceptance:
☐		• King County Notice of Final Acceptance
☐		• Notice of Completion of Public Works Contract (Dept. of Revenue , Dept. of L&I, and Employment Security)
☐		Lien Search / Release (Internal – King County) 45-days after Notice of Final Acceptance
☐		Washington State Releases:
☐		• Department of Revenue
☐		• Department of Labor & Industries
☐		• Employment Security Department
☐		Verify Release of Claims
☐		Retention Release Process
☐		Close Contract in Accounting System
☐		Archive Contract Document Files